



April 23-24, 2009
Gaylord Palms Resort and Convention Center
6000 W. Osceola Parkway, Kissimmee, Florida

DESCRIPTION OF MEETING:

The *Summer Youth Employment Program Forum* is intended to: 1) share policy guidance and direction regarding the American Recovery and Reinvestment Act of 2009 (ARRA) funding for Workforce Investment Act (WIA) summer youth employment program (SYEP) activities, and 2) provide attendees with the opportunity to share plans, past successes, and lessons learned from operating summer employment programs for youth.

The areas to be covered during the 1 ½ day meeting include:

- ETA policy guidance and direction concerning the implementation of the SYEP
- Program design considerations for operating a SYEP, including a discussion of strategies and requirements for assessing work readiness skill attainment
- Tracking and reporting participation and outcomes for SYEP and other youth activities funded with ARRA monies
- Showcasing SYEP designs for Local Workforce Investment Areas (LWIAs) operating WIA summer programs in the past two years
- Interactive LWIA and state peer-to-peer exchanges

The meeting will be conducted by staff from ETA's Atlanta Regional Office, state grantee staff, and LWIA grantee staff with experience operating SYEPs under WIA. The meeting will begin on Thursday, April 23, 2009, at 9 a.m. and end on Friday, April 24, 2009, at noon. Please contact Brad Sickles of the Atlanta Regional Office if you should require additional information about this session. He can be reached at 404.302.5373 or by e-mail at sickles.brad@dol.gov.

REGISTERING ATTENDANCE FOR THE 1 ½ MEETING:

Fax a completed registration form to Brad Sickles by the close of business on **Thursday, April 16, 2009**. The fax number for the Regional Office is 404.302.5386. The registration form is attached to this handout.

MEETING SITE AND HOTEL ACCOMMODATIONS:

Gaylord Palms Resort and Convention Center
6000 W. Osceola Parkway
Kissimmee, Florida 34746
www.gaylordpalms.com
Reservations: 407.586.2000

A block of rooms will be held under the *U.S. Department of Labor* at the special group rate of \$85 per night. To reserve a room, please call the hotel at 407.586.2000, **no later than April 16, 2009**. After this date, these special rates and/or availability cannot be guaranteed. Please be sure to identify yourself as part of the *U.S. Department of Labor* room block to receive the

special rates. Please provide a major credit card when making your reservation to guarantee your room. Room and tax charges, along with all incidental charges, are the responsibility of each individual and must be paid upon departure.

CANCELLATIONS

If for some reason you need to cancel your registration, please call 407.586.2000 to cancel your room reservation. The Gaylord Palms Resort and Convention Center requires **at least 72-hour notice prior to arrival**.

AIR TRANSPORTATION:

The closest airport to the hotel is Orlando International Airport. You are responsible for making your own transportation arrangements.

GROUND TRANSPORTATION AND PARKING:

Providing more than 60 years of transportation service in Orlando, Mears Transportation has partnered with the hotel to ensure you a first-class experience from the very beginning. A member of Mears Transportation can bring you directly from the Orlando International Airport to the hotel as part of their 24-hour shuttle service to and from the airport. There is a fee for this service.

Secure a reservation online by going to <https://secure.mearstransportation.com/Gaylordsc/> or call Mears Transportation's 24-hour reservations line at (407) 423-5566.

Parking is complimentary for registered guests.

DRIVING DIRECTIONS:

North Florida I-95 South (Jacksonville). I-95 South / I-4 West / Exit 65 Osceola Parkway East / Gaylord Palms on Right

North Florida I-75 South (Tallahassee). I-75 South / Florida Turnpike South / I-4 West / Exit 65 Osceola Parkway East / Gaylord Palms on Right

West Florida I-4 East (Tampa/St. Petersburg). I-4 East / Exit 65 Osceola Parkway East / Gaylord Palms on Right

East Florida I-4 West (Daytona). I-4 West / Exit 65 Osceola Parkway East / Gaylord Palms on Right

South Florida I-95 North (Ft. Lauderdale/Miami). I-95 North / Florida Turnpike North / Osceola Parkway West / Gaylord Palms on Left

Orlando International Airport. 417 South / Exit 3 Osceola Parkway West / Gaylord Palms on Left

**ETA REGION 3- ATLANTA
SUMMER YOUTH EMPLOYMENT PROGRAM
2009 FORUM
APRIL 23-24, 2009**

REGISTRATION FORM

Name: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-mail address: _____

Please let us know if you require special accessibility or accommodations at this function. Please fax this completed form to Brad Sickles at 404.302.5386.